

Lecture Attendance Variation Record Form

Subsection 1.6 of the Deakin College *Attendance Policy* allows students to attend a maximum of two alternative classes per unit of study per trimester.

Students must submit this form to the lecturer of the *alternative class* to sign and verify attendance. Students must return this form to Reception **within 7 days** after the initial scheduled class.

Student ID: _____ Name of Student: _____

ABSENCE CLASS DETAILS

Unit Code	Unit Name	Date & Time	Type of Class (please tick box)		Lecturer's Name
			Lecture/ Tutorial	Practical Class	

ALTERNATIVE CLASS DETAILS

Unit Code	Unit Name	Date & Time	Type of Class (please tick box)		Lecturer's Name
			Lecture/ Tutorial	Practical Class	

Student's Signature: _____ Date: _____

I confirm that the above student attended this class.

Lecturer's Signature: _____ Date: _____

Student to return to Deakin College Reception within 7 days after the initial scheduled class.

Office Use Only	
MAZE updated	Signed: _____ Date: _____